

EMPLOYEE EXIT CHECKLIST Supervisor Responsibilities

The purpose of this checklist is to assist F&S Supervisors with the exit process when an employee leaves the university. Employees leaving the university should be aware of pertinent information, rights and benefits that may affect them. It is the supervisor's responsibility to ensure all UCF property is returned.

Employee's Name (please print)	Employee ID	Department Name
<input type="checkbox"/> A&P <input type="checkbox"/> USPS <input type="checkbox"/> OPS	_____ Termination Date	Eligible for rehire? ___ YES ___ NO

- Schedule an exit interview with an F&S HR representative and the employee leaving your department.
- Ensure UCF property has been returned (i.e. number of uniforms, etc.): Remind employee that a final check may not be released until all university property is returned. **Contact F&S HR at UCFDG-FS-HR@ucf.edu to apprise them of the situation so payouts are placed on hold in accordance with the appropriate procedure.**
 - Uniforms PC's/equipment Cell phones Radios iPad/iPod & Accessories|CMMS Admin _____
 - Voyager Gas Card Purchase Card Other Keys _____
 - Keys (GGM/GM-Submit to WCC) Key Manager at WCC's Initials: _____
 - F&S Badge UCF (Kronos) Card
 - Notify the F&S HR Office if payments should be held pending return of university property.
 - Other UCF Property: _____
- Inform the employee to contacted Library, Health Services, & Parking Services to settle outstanding fees.
- Refer employee to the F&S Employee Exit Questionnaire located on the F&S HR webpage:
- Submit checklist to Facilities and Safety Human Resources along with employees UCF Card and F&S Badge on employee's last day of work.**

Supervisor Signature: _____

Date: _____

Printed Name: _____